

Top Tips for Onboarding Remotely.



Taking the **time to plan is a key factor in making your new hire feel supported, engaged and eager to work hard for you.** So whether your new recruit will be permanently based from home, or just for the meantime, have a read of our top tips.

You'll now be able to maximise your time effectively. **Doing this well will ensure you have a harmonious start to your working relationship that will undoubtedly bring results.**

- 1. Look at everything in detail,** including HR documents. Do they say 'when you are in the office' or 'bring us your passport on your first day'? Make sure everything is joined up for someone starting from home. **HR comms is one of the first impressions you give as a company,** and it's so often unchecked, so make sure it gives clear instructions.
- 2. Get the tech sorted as early as possible.** Ensure all logins are sorted and access given to software.
- 3. Plan ahead.** Look at what you would normally have done for someone in an office, and create a virtual way to do this. Utilise other people within the business to support and book them in. **Plan the first couple of weeks at least.**

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- 4. Talk to them before they start** to alleviate any concerns. Excite them about joining your company and let them know you're in this together and it may not be 100% perfect. Agree communication – you can almost not communicate enough.
- 5. Who is the mentor/buddy/ go to person day to day?** Could they have one for work and one for the social/wellbeing element?
- 6. Send them a gift** – it's all about the little things! Send them a welcome gift or a card, so they know they are part of your business, and are a very welcome addition to the team.
- 7. Agree expectations for their work after their induction.** How will they be measured? What are the priorities in their role? What does good look like?
- 8. Praise.** Everyone wants to know they are doing well at all levels – don't assume. It's even more important when people are at home, and you need to praise more regularly and louder – **engaged people work harder.**
- 9. Ask for feedback,** perhaps even weekly to start to iron out any issues.
- 10. Give yourself a pat on the back!** This isn't easy for any of us, and the fact you are reading this says you want to be better. Good job!

